

## **INDIVIDUAL FACULTY SALARY ASSISTANCE IN CONJUNCTION WITH LEAVES**

The purpose of these guidelines is to encourage faculty to seek prestigious individual fellowships, and to take a more active role in securing external support for a sabbatical or leave.

### **OVERVIEW**

The office of the dean seeks to provide salary assistance to faculty members who receive prestigious fellowships from recognized agencies (e.g., Fulbright, Guggenheim, Humboldt, ACLS, NEA, NEH, National Humanities Center, Institute for Advanced Study, Center for Advanced Study in the Behavioral Sciences). If a fellowship carries academic-year support equal to at least one-half of a faculty member's base salary for the duration of the fellowship (semester or academic year), and if the fellowship amount covers at least the cost of replacement teaching (including fringe), the dean's office, subject to the conditions of the college budget, will attempt to supply the balance of the faculty member's salary for the interval. If the fellowship stipend is paid through Case, fringe benefits will be maintained.

Upon notification of a fellowship award, the faculty member will provide this information to his/her department chair and electronically to the dean. The department chair will, in turn, contact the dean to discuss what portion of the salary savings to the college may be applied toward replacement teaching, and how the department plans to make adjustments in teaching during the faculty member's absence. If a fellowship is combined with a sabbatical, the department will have more flexibility in making arrangements for replacements.

### **CRITERIA**

- Salary assistance is not available when a faculty member accepts a visiting appointment at another institution, a governmental or industrial assignment, or a consultancy that necessitates a reduced academic workload.
- The faculty member's full-time effort will be devoted to research/scholarship during the period of the fellowship.
- This assistance will be provided to a faculty member no more than once between sabbaticals.
- The duration of the assistance will be a minimum of one full semester or a maximum of two semesters.
- A faculty member anticipating a leave of any kind must notify the department chair at the earliest possible date, so that the chair can determine whether the timing of the leave is consistent with departmental needs and begin arranging for coverage of classes and other responsibilities in the faculty member's absence.
- If the fellowship is not or cannot be paid through the university, the faculty member must take a leave with partial pay. In such cases, fringe benefits can be paid on only that portion of salary that is paid by the university and can be paid only if Case pays at least half the salary.